



DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKER-COMMUNICATIONS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

- Open To:** The Public
- Location:** Wethersfield
- Hours:** 40 Hours weekly. Monday - Friday schedule. Temporary position ending September 4, 2014.
- Salary:** \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).
- Closing Date:** Applications and cover letters must be received by 12 noon on May 14, 2014.
- Job Duties:** This summer worker position will assist the Director of Communications in basic public relations activities, including the research, problem solving and writing of press releases; assist in creating presentations for target and statewide audiences; help create public service messages using multimedia including video; execute a wide range of social networking promotion for the DMV; conduct research for projects, media inquiries, and reports as assigned.
- Knowledge, Skills and Abilities:** Excellent written and oral communication skills. Video storyboarding and production skills a plus. Knowledge of Microsoft Word and Excel. Outstanding customer service skills. Strong work ethic. Ability to understand audiences and the ability to interact with senior executives in the government and non-government sectors. Ability to create and make presentations to a wide range of audiences. Confidentiality is a must.
- General Experience:** Seeking applicants with experience and background in journalism and/or public relations. Demonstrated strong customer service experience as well as outstanding communication abilities.
- Working Conditions:** Incumbents may be required to drive a vehicle to attend meetings with outside agencies.
- Note:** The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.
- Application Instructions:** Interested candidates who meet the above requirements should submit a cover letter regarding their interest in the position and a State Application form CT-HR-12, indicating **Summer Worker – Communications. Under Section 10 of the HR-12 application candidates must indicate they are willing to work in the Wethersfield location to be considered. Incomplete applications will not be considered.** Applications can be downloaded from the internet at <http://das.ct.gov/employment> . Send application for employment to:

DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES, ROOM 235
60 STATE STREET
WETHERSFIELD, CT 06161

Please note: Due to the large number of expected applicants we cannot confirm receipt of application material. **Incomplete or late application packages will not be considered.** Depending on number of responses, all qualified candidates may not be interviewed.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.